

## Interns Wanted!



## Staff Administrative Support Internship Opportunity

Office of Mayor Virg Bernero – City of Lansing ~ Internship Applications are Accepted on an Ongoing Basis ~

## **Mayoral Intern Tasks Include:**

- Coordinating Special Projects
- Composing Correspondence and Proclamations
- Generating Ad Designs
- Analyzing and Researching Policy Proposals
- Representation at Meetings and Events
- Processing of Contracts and Bids
- Constituent Intake & Resolution
- General Office & Administrative Duties

Applicants Must Possess: A strong desire to work in a governmental/political environment or an administrative settings. Have solid verbal and written communication skills. Be proficient in Microsoft Office applications (Word, Excel, Outlook and Publisher) and the Internet. Applicants must also possess general office, analytical, research and organizational skills.

Other: Scheduling is flexible and can be tailored to fit the needs of the student. A minimum of 15 hours per week is preferred but not required. The internship is a voluntary unpaid position. Internships for academic credit are welcome. Individuals must provide their own transportation, but complimentary parking will be provided.

An Internship Application Disclosure, resume and writing samples are accepted on a rolling basis. Your cover letter should include your particular interest in an internship with the Office of Mayor Virg Bernero and any special skills you may possess. If considered, applicants will be notified by phone or e-mail to schedule an interview.



## INTERNSHIPS WHERE OPPORTUNITY MEETS EXPERIENCE



The Office of the Mayor serves as the executive branch of the ity and provides services to its residents. The executive administrative branch assists the Mayor with supervision and coordination of the several of departments government, which include police, fire, public planning service and neighborhood development. The Mayor's responsibilities include oversight and enforcement of the laws, ordinances and regulations of the City. The Mayor is also responsible for the economic development, public safety and financial stability of the city.

An internship with the Office of Mayor Virg Bernero offers handson experience in a fast-paced, municipal environment where a wide range of local policy decisions are made. Your work will bring you into contact with local elected officials, City of Lansing administrators, international visitors, business and neighborhood leaders and residents. This is a great opportunity for you development your skill sets in an atmosphere that you will allow you to become knowledgeable and experienced in many areas.